



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR PROPOSALS RFP 008-2023-DR-STT/STX

PROJECT & CONSTRUCTION MANAGEMENT SERVICES for The Community Development Block Grant-Disaster Recovery Programs

Issue date:

May 24, 2023

Submittal deadline:

June 22, 2023

Contact person:

Nicole Roberts
CDBG-DR Procurement Officer
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 *Unlocking the Door to Affordable Housing*

CONFIDENTIAL BID SUBMISSION

Virgin Islands Housing Finance Authority

RFP 008-2023-DR-STT/STX

REQUEST FOR PROPOSALS

Project & Construction Management Services

1.0 INTRODUCTION

The Virgin Islands Housing Finance Authority – Community Development Block Grant – Disaster Recovery Program ("VIHFA-CDBG-DR") is soliciting proposals from qualified firms or individuals ("Respondent") to provide Project and Construction Management Services for a portfolio of programs. The chosen provider shall perform architectural review, engineering consultation and oversight services required to facilitate mitigation and disaster recovery efforts by the VIHFA and its designated subrecipients and developers under the Territory's CDBG-DR Action Plan and amendments. Programs serviced include the Public and Affordable Housing Development (PAHD); New Housing and Infrastructure Construction, (NHIC) (Homeownership), and Public Services and the Public Facilities (PSPF), programs.

The Territory faces the need for disaster shelters where individuals and families can weather future storms and live as they transition back into permanent housing in the aftermath of a natural disaster. The U.S. Virgin Islands faces the risk of hurricanes and seasonal storms, and at the current time the supply of shelters is deemed insufficient. Most of the limited existing sheltering options consist of educational facilities. Utilization of schools for this purpose greatly impairs the ability of the Territory to resume educational programs for students in the primary and secondary system, impeding the overall rate of recovery after a storm event. In addition, certain amenities, such as multiple showers, a medical clinic, etc., that are needed by individuals sheltering from a disaster are not currently present in those facilities.

The PAHD program provides financing for the redevelopment and creation of new affordable rental housing stock including subsidized and mixed-income rental units. Eligible development activities include the construction of new housing units, and the substantial rehabilitation of multifamily residential or commercial properties.

The NHIC (Homeownership) Program will fund the construction of new homes based on two (2) program options: (1) turnkey developments on land owned by a Subrecipient or (2) on land owned by the potential homeowner. The Program will also fund the installation of infrastructure (roads, lighting, etc.), grading, installation of utilities, land preparation, and the construction of homes in mixed-income communities.

The (PSPF) Public Services and Public Facilities Program addresses needs of individuals experiencing homelessness and other populations requiring enhanced services, including the capital needs of existing facilities that must be brought back to pre-storm condition and the increased resilience of those facilities. There is also a need to expand facilities to accommodate more homeless individuals and to pursue permanent supportive housing, transitional housing, mental health services, and substance abuse services for this population.

2.0 GENERAL DESCRIPTION OF SITES AND SERVICES REQUIRED

PUBLIC & AFFORDABLE CONSTRUCTION PROJECTS

- a. **Donoe Redevelopment Project** The scope of work for this project consists of the construction of 84 units in 14 buildings. The project is an affordable public housing multifamily rental community on the island of St. Thomas in Estate Donoe.
- b. **The Ross Mixed Use Project** Construction of 3 stories building will consist of commercial bays on the two lower floors and residential units on the third floor. The third floor will consist of 8 apartments for low-moderate income renters. This building will be located on the corner of Alton Adams Sr. Drive and Williams G. Lewis Lane on the island of St. Thomas.
- c. **Walter IM Hodge** is a 248-unit rehab project of an affordable public housing multifamily rental community located on the western end of St. Croix.
- d. **D. Hamilton Jackson Terrace ("Hamilton") & the Alphonso "Piggy" Gerard Complex ("Piggy")** located in Estate Richmond on St. Croix, is a 124 units rehab of affordable public housing multifamily rental units.
- e. **Kronegade Inn** is a renovation project of an existing building located in the town of Christiansted on St. Croix. When completed, 18 emergency housing units will be available to the community. This project is in the development stage.
- f. **Ross Taarneberg Project** is the planned new construction of 11 emergency housing units on the island of St. Thomas. This project is in the development stage.

NEW HOUSING INFRASTRUCTURE CONSTRUCTION PROJECTS

- a. **Estate Mount Pleasant Project** is located 7.5 miles west of Sunny Isles Shopping Canter, and 1/6 miles south of the Queen Mary Highway on the western end of St. Croix. The goal of this project is to construct six (6) single-family homes for first-time homebuyers. The project is estimated to begin construction in the latter part of 2023.
- b. **Queen Louise Revitalization Project** Construction of a condominium community of up to thirty-two (32) units. Construction is anticipated in the last quarter of 2023 or the first quarter of 2024. Located at Estate Nordsidevej on the island of St. Thomas.
- c. **Estate Fortuna (Wild Pineapple) Project**
This will be a two-phased homeownership community located on the island of St. Thomas. The first phase of twelve (12) single-family units will consist of the construction of homes.

The second phase will consist of constructing these eight (8) units and installing the infrastructure at the site.

d. **Own A Lot Build A Home**

This territorial lending initiative is designed to provide first-time homebuyers with gap funding to construct a first home. Up to seventy-five (75) single-family units are anticipated to be constructed. These will all be standalone projects that will require the management of each construction project. This program will be open to individuals on the island of St. Thomas, St. Croix, and St. John who own land but have been unable to build a first home.

PUBLIC SERVICES PUBLIC FACILITIES CONSTRUCTION PROJECTS

The listed project represents one unit (building rehabilitation or reconstruction) unless otherwise noted.

- a. **Sister Emma Cottage** new construction of a single structure; the building will comprise of two symmetrical wings, which will house bedrooms: one for girls and one for boys. The Lutheran Social Services project will be part of the Queen Louise Home for Children complex, located at #71 Est Concordia West, Frederiksted St. Croix.
- b. **Bethlehem Shelter** renovation of existing structure including the construction of exterior bathroom facilities, temporary sheltering. #9A Hospital Ground, St. Thomas, two (2) units.
- c. **Caribbean Centers for Boys & Girls of the Virgin Islands** to repair and renovate hurricane damaged facility retaining wall at #7 Market Street Christiansted, St. Croix.
- d. **Salvation Army of the Virgin Islands** renovation and new construction of the kitchen, classroom, and courtyard area and facility at their location on Kronprindsens Gade, St. Thomas, two (2) units
- e. **The Rita Schuster Resource Center** renovation of hurricane damaged existing structure, project emergency shelter at #16 Friedenstahl, Christiansted, St. Croix.
- f. **Ten Thousand Helpers Ten Thousand Helpers of St. Croix, Inc.** renovation and repairs to hurricane damaged building to include construction of two (2) additional small buildings located at #61A Hospital Street, Frederiksted, three (3) units.

3.0 SCOPE OF WORK

The selected Provider will provide both project and construction management services to the Programs referenced. Services shall include review and provide oversight of CDBG-DR architectural, engineering and construction efforts, including environmental mitigation measures conducted during construction efforts, conducted by Subrecipients and /or

Developers to bring such CDBG-DR projects to fruition, from conceptual design, bidding, vendor oversight, to construction completion.

Respondents must provide a detailed narrative in response to this solicitation, demonstrating the experience and ability to perform all requested services described below. Respondent must indicate if it intends to provide these services in-house, with existing staff, or through subcontracting or partnership arrangements.

PAHD, NHIC and PSPF Programs

The scope of work for the larger multifamily housing projects, or public facilities, to be funded in part or in total with CDBG-DR funds may include any of the following tasks:

3.1 Project Management Services:

3.1.1 Payment Requests

The selected Respondent shall attend regular draw inspection meetings, and review and approve Payment Requests, including a site inspection and report within three (3) workdays of the assignment of that task.

3.1.2 Change Order Requests

The selected Respondent shall review Change Order requests for necessity, completeness, compliance with VIHFA Construction Standards and cost reasonableness and submit a report within three (3) workdays of the assignment of that task.

3.1.3 Support for Project Close Out

The selected Respondent will review projects for Close-Out, per VIHFA policies and procedures and provide related file documentation within Ten (10) workdays of the assignment of that task.

3.1.4 Monthly Project Status Reports including Cross Cutting Requirements

Provide monthly written reports that reflect a current overview of all projects in progress and under their assignment within five (5) workdays of the end of the month. The activity report shall, at a minimum, include the items listed below:

- project status against milestones,
- contract change order requests,
- notice of potential claims,
- construction activities completed,
- ongoing and upcoming status of project budget and schedule, and

- other highlights, anticipated problems, and critical issues.
- Davis bacon and section 3 reporting

3.2 **Construction Management Services :**

3.2.1 On Demand Duties

- The Respondent may be asked to analyze construction documentation and conduct various inspections of the assigned property for compliance/quality control with the program standards. In these instances, the following standards are to be used:
 - Department of Planning & Natural Resources - USVI Construction Information for Strong Home Guide version dated October 20, 2018
 - VIHFA CDBG-DR Construction Standards
 - HUD Green Building Retrofit Standard
 - Local Building codes, as applicable
 - Applicable environmental and historic preservation laws and regulations.
 - American's with Disabilities Act applicable requirements
- The selected Respondent will be required to review architectural drawings and specifications, providing a detailed analysis and report of each assigned project for appropriate design, adherence to standards, and for cost reasonableness.
- The selected Respondent is required to attend meetings as directed by VIHFA and provide construction oversight as requested to ensure the requirements of each project are met.
- If an inspection is requested, the selected Respondent is required to submit reports for all assigned tasks, within five (5) workdays of completing those tasks. All related reports shall conform to the VIHFA approved format and delivered to the VIHFA software solution (SharePoint site). Reports shall include information regarding all discrepancies and or noncompliance with related federal regulations and VIHFA policies and procedures. Reports shall also include information about any immediate or potential issues regarding conflicts with a project's completion timeline, and potential solutions to discrepancies, noncompliance, and other issues with potential of actual negative affects to the project.
- Each inspection report shall include physical address, and GPS coordinates of the property; date of construction inspection, weather condition; site conditions, attendees, and exterior and interior photos of the related work.
- The selected Respondent is required to notify the VIHFA, in writing or via email, of discrepancies identified during inspections and suggest methods and means by which such discrepancies will be brought back into compliance.

- The selected Respondent shall review and ensure compliance with environmental requirements and mitigation measures.
- The selected Respondent must have proficient knowledge in Office 365 Suite (advanced knowledge in Excel) and an automated construction cost estimating solution.
- The selected Respondent must provide program related cost estimating services that reflect current, and accurate construction costs on each of the three USVI islands for new construction and rehabilitation project construction costs and for the analysis of request for information (RFI) and change order (CO) requests.

3.2.2 Evaluation of Construction Costs

The selected Respondent will evaluate construction costs, plans and specifications proposed by developers, and construction contractors for completeness, accuracy, and cost reasonableness, and provide recommendations for cost controls. A report detailing the results of such construction cost evaluations will be submitted to the Staff by the selected Respondent within fifteen (15) workdays of assignment.

3.2.3 Construction Progress Inspections

The selected Respondent will accomplish construction progress inspections as directed, including documentation, reporting and notification of discrepancies from the scope of work and/or construction standards. Within three (3) workdays of such inspections, reports shall be provided to the construction contractor and VIHFA staff as directed.

3.2.4 Single-Family Land Development Site Plans

The selected Respondent shall review and provide a report within five (5) workdays for site plans and cost estimates, submitted by developers and/or construction contractors for the land development of single-family subdivisions, analyzing the plans for efficient land use, adherence to zoning regulations, storm water management, treatment of environmental issues, cost and any other issues that could jeopardize the project.

4.0 TERM

The VIHFA will contract for the services of Construction Management for a period of **two (2) years**, subject to the VIHFA's option to renew for one (1) year, during the life of the program, as needed, subject to satisfactory performance. The VIHFA reserves the right to modify and/or terminate the contract if the successful organization fails to perform in a manner consistent with the terms of the contract. Total compensation under any contract awarded will depend on the availability of funds as determined by the CDBG-DR Program. Any contract resulting from this Solicitation shall be effective as of the date executed by the last Party and shall terminate 24 months, with an option to renew based upon performance.

5.0 PRICE AND PAYMENT

Respondents must provide the cost to complete the project as set forth in this RFP. Travel expenses, per diem, other direct costs, etc. will not be reimbursed under the contract. The contract, flat rate, will be funded, in whole or in part, by CDBG-DR funds. Therefore, funding and payment of the contract will be based on requirements and availability of the CDBG-DR funds by VIHFA. The selected Respondent is responsible for submitting all required documentation for payment to VIHFA. Please note, the information requested in the cost proposal may not necessarily reflect the structure of the final contract.

6.0 USE OF SUBCONTRACTORS

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for contract performance as specified in this RFP whether subcontractors are utilized. Any proposal naming more than one prime contractor will be rejected. This general requirement notwithstanding, Respondent may enter subcontractor arrangements; however, Respondent shall acknowledge in its RFP package total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor is also required for any subcontractor. The Prime Contractor shall be the single point of contact for all subcontract work. The subcontract shall incorporate and follow the terms of the contract between the Prime Contractor and the VIHFA. Unless provided for in the contract with the VIHFA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by VIHFA.

The prime Contractor should obtain an executed statement from the subcontractor affirming the following and have available upon request by VIHFA: "I have read and understand the RFP and final version of the proposal submitted by (Proposer)."

7.0 REQUEST FOR PROPOSALS SCHEDULE

RFP SCHEDULE	DATES and TIMES
RFP release date	May 24, 2023
Pre-Proposal Conference	May 31, 2023
Final date to submit written questions	June 6, 2023
RFP Submittal Deadline	June 22, 2023

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time. Please note that the RFP timeline includes target dates and may change. It is the responsibility of respondents to periodically review VIHFA websites for regular updates to the RFP timeline and other important information, which may alter the terms or requirements of this RFP.

8.0 NUMBER OF AWARDS

The Respondent recognizes that, at the sole discretion of VIHFA and based upon the breadth and experience of respondents to this RFP, VIHFA may decide to award contracts to more than one Respondent, however, VIHFA currently anticipates awarding one contract pursuant to this RFP. Nothing in this paragraph shall be construed in derogation of VIHFA's right, in its sole discretion, to cancel this RFP.

9.0 ISSUING AND PROCURING OFFICE

This RFP is being issued for VIHFA. All general correspondence and inquiries about the RFP should be submitted in writing and sent to the Procurement Officer listed below:

Nicole Roberts
CDBG-DR Procurement/Contract Officer
Email: nroberts@vihfa.gov
Mark subject line for email "RFP 008-2023-DR-STT/STX"

From the issue date of this RFP until a determination is made regarding the selection of a Respondent, all contacts concerning this RFP must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent's package. The VIHFA will not be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions, and requirements in this RFP. The contents of this RFP (including all attachments, revisions, addendums, and additions) shall become part of the contract. The issuance of a written addendum by the Procurement/Contract Officer is the only official method by which interpretation, clarification or additional information can be given. If the VIHFA amends this RFP, the Procurement/Contract Officer will post such notices on its website,

<https://www.cdbgdr.vihfa.gov/procurement>. After the deadline for the submission of questions, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA Procurement/Contract Officer.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for all addenda. It is the responsibility of the potential Respondents to update all contact information, contact the Procurement/Contract Officer to ensure that they receive all addenda prior to the submittal of the proposal package, and/or check VIHFA's website for updates.

10.0 CONFLICT OF INTEREST

A respondent submitting a proposal hereby certifies that; no officer, agent or employee of VIHFA has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of VIHFA; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Request for Proposals; and the respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

A respondent must also disclose any existing contractual work for the Territorial Government, whether directly or through a parent company, subsidiary company or associated company or independent contractor(s) hired by respondent; identify any potential conflict of interest, and must certify that respondent nor any parent company, subsidiary company or associated company or contractual/independent contractor(s) hired by respondent has assisted with preparing this RFP.

11.0 MINORITY/WOMEN OWNED BUSINESS ENTERPRISE

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate.

Respondents must document good faith efforts to provide meaningful participation by M/WBE firms.

12.0 HUD GENERAL PROVISIONS

HUD funded procurements shall be governed by all HUD terms and conditions, attached hereto as [HUD-Federal-Cross-Cutting-Measures](#). Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the respondent shall adhere to the terms and conditions set forth in the attachment.

13.0 PRE-PROPOSAL CONFERENCE

The VIHFA will conduct a virtual Pre-Proposal Conference at **2:00 p.m.** Atlantic Standard Time (“AST”) on **May 31, 2023**. Participants may join the meeting via zoom at <https://us02web.zoom.us/j/85100648482> Meeting ID: 851 0064 8482

It is highly recommended that prospective Respondents thoroughly review the requirements of the RFP prior to the Pre-Proposal Conference. All prospective Respondents are urged to participate in the virtual pre-proposal conference. Non-attendance on the part of a Respondent shall not relieve the prospective respondent of any responsibility for adherence to any of the provisions of this RFP package or any addenda thereto.

14.0 DELIVERY OF PROPOSAL PACKAGES

All responses to this RFP are to be submitted no later than **4:00 PM AST on June 22, 2023**. Proposal package must be emailed to

procurement@vihfa.gov

The email subject line must be clearly marked “**PROJECT AND CONSTRUCTION MANAGEMENT**” Failure to clearly mark subject line with this information may cause VIHFA to inadvertently manage the receipt of the proposal package. VIHFA will log all received proposal packages with the date and time of receipt. Proposals received after the official deadline will be considered **LATE** and will **not** be considered.

15.0 CONTENTS OF PROPOSAL PACKAGE

To be considered for award, the proposal package shall meet the following requirements.

EMAIL ATTACHMENT #1 - PROPOSAL

PROPOSAL FORMAT:

- A. Cover Letter** – Complete **Enclosure Document A**.
- B. Commitment Statement Letter** - The commitment statement letter should be on the company’s official business letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all of the commitments made in their submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the firm will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractors, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. The letter

shall state that all data presented in the proposal is accurate and complete. Additionally, the firm must state they understand the discovery of any significant inaccuracy in information submitted by them shall constitute good and sufficient cause for rejection of the proposal. It should also state that the proposal will remain in effect for a period of 90 days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the firm has not engaged in unethical practices within the past ten (10) years.

The Respondent shall also certify that all information it may receive in the course of conducting its work shall be treated as confidential and proprietary. Such information and data may not be disseminated to others without the written approval of the current Executive Director.

- C. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- D. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- E. Corporate Document Checklist Form** – Complete **Enclosure Document D** and submit **current Business License**. For this section, Respondent must provide evidence that the company is licensed to provide Construction Management Services or equivalent. The Business License must be relevant to the Scope of Work for this solicitation and valid.
- F. Respondent's Qualifications Statement Form** – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide at least three (3) non-VIHFA references for whom the Respondent has performed the most recent, relevant work comparable to the scope requested in this RFP who would be willing to discuss Respondent's competency and performance. If Respondent currently has more than three (3) non-VIHFA references, Respondent may provide a separate sheet with its client list and contact information. The VIHFA reserves the right to check references prior to award.
- G. Conflict of Interest** – Complete **Enclosure Document F**.
- H. Technical Proposal** – Provide a detailed narrative explaining the Respondent's qualifications to provide the services, focusing on its company's key strengths and competitive advantages. The proposal shall consist of the following:
 - A. An EXECUTIVE SUMMARY which should contain the following:
 - 1. The name, address, telephone, fax, and email of the respondent should be included. The Respondent shall provide its office locations, number of full-time employees, date of incorporation, and number of years providing construction management

services, in particular, noting years related to CDBG disaster recovery construction management services.

2. Brief history and description of the firm.
 - i. List current ownership structure.
 - ii. Year established and any former names (s) under which the firm conducted business, if applicable.
 - iii. The number of employees in your firm.
 - iv. Type of services provided by the firm including but not limited to an explanation of the types of service you provide that relate to this RFP.
 - v. Respondent's standard consultant services contract shall be included in the proposal.

B. QUALIFICATION SUMMARY which should contain the following:

1. A statement of the firm's qualifications to perform the requested services.
2. Resumes of key personnel
 - A list of the specific responsibilities and a resume for each individual who will be assigned to this project.

C. EXPERIENCE SUMMARY which should contain the following:

1. Applicable experience providing Construction Management (Staff Augmentation) Services.
2. Other relevant experience.

D. PLAN which should contain the following:

1. Respondents shall propose a work plan describing the unique approach on how the firm intends to execute the scope of services and provide a schedule for completion.

EMAIL ATTACHMENT #2 – COST

COST FORMAT:

COST – Complete Attachment 1. All proposal pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. All costs shall reflect unit cost pricing and not lumpsum cost.

The VIHFA reserves the right to negotiate with the Respondent on the structure of the billing. The Respondent may also provide a comprehensive cost write-up on a separate sheet regarding the proposed price to complete the Scope of Services. This will be used to establish a baseline for negotiation with selected Respondent based on the criteria of this

solicitation. Deliverables must conform with all the requirements of this RFP, including those outlined in section 2.0 & 3.0, Scope of Work.

Each respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that their proposal package closely follows the sequence and organizational outline described in this section.

16.0 REQUIRED DOCUMENTS

The selected Respondent shall be required to submit the following documents:

A. Formation Documents – The successful respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.

• Provide a copy of Formation Documents

Corporation (Inc., Corp, Co., Corporation)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Incorporation & By Laws
- Copy of Certificate of Resolution
- Copy of current Certificate of Good Standing

Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement (if applicable)
- Copy of current Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Certificate of Good Standing (if applicable)

Limited Partnerships (L.P, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification for LLP and LLLP
- Certificate of Good Standing (if applicable)

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

B. Employer Identification Number (EIN) - The selected Respondent will be required to provide an official copy of its EIN within ten (10) business days of receiving a notice of selection. The Respondent may provide a Form W-9.

C. Insurance - The selected Respondent shall provide the VIHFA with evidence of all appropriate and applicable insurance coverage carried by the Respondent, including policy coverage periods. Respondents shall furnish the VIHFA with certificates of insurance, showing that the following insurance is in force and will ensure all operations under this RFP.

- **General Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than **One Million (\$1,000,000.00) Dollars** for each occurrence within ten (10) business days of receiving a notice of selection. The insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured” via an endorsement as follows:

Virgin Islands Housing Finance Authority
3202 Demarara Plaza, Suite 200
St. Thomas, U. S. Virgin Islands 00802-6447

- **Professional Liability Insurance (E&O)**– The successful Respondent will be required to obtain, maintain and provide proof that it has in place Professional Liability Insurance in an amount no less than **One Million (\$1,000,000.00) Dollars** per claim within ten (10) business days of receiving a notice of selection.
- **Workers' Compensation Insurance/Certificate of Government Insurance Coverage** – The selected Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage at the statutory limit within ten (10) business days of receiving a notice of selection.

All insurance shall be carried with companies that are financially responsible and licensed to do business in the United States Virgin Islands. Respondents shall not permit the insurance policies required to lapse during the period for which the contract is in effect. The Respondent must maintain coverage during the life of the contract. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty day’s prior written notice.

D. Cage Number - The respondent will be required to provide documentation showing its active registry on SAM.gov.

Failure to provide the required documents within the stated time period may result in the proposals being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

17.0 SELECTON PROCESS

The VIHFA’s Evaluation Committee Panel is responsible for evaluating all Respondent’s submittals. The Evaluation Committee Panel will consider the following criteria:

<p>Qualifications, related experience, and references: Proposer’s experience, years in business and past and current client references, technical expertise and professional competence in areas directly related to this RFP, number of years’ experience performing similar work, demonstrated ability to manage and coordinate the work, deliver quality projects and services, deliver projects within budget and on schedule, and experience working in the US Virgin Islands or other insular area.</p>	<p>30 points</p>
<p>Specialized Experience: Technical expertise and professional competence in areas directly related to the work identified in this RFP. Level of experience knowledge of territory and federal guidelines and requirements, certifications and licenses required, and training of key personnel assigned, strength of experience and stability of proposed personnel, breadth and depth of resources, coordination of work and quality control, availability of proposed staffing, and concurrence with restrictions on changes in key personnel</p>	<p>20 points</p>
<p>Approach and Methodology: Depth of understanding of VHHFA’s needs and requirements, understanding of the Scope of Work, proposer’s approach and methodology reflecting the ability to provide the requested work, demonstrated knowledge of the work being requested identification and knowledge of all requirements cited in the scope of Work, and proposed technical or procedural innovations identified in the proposal. Optimized methods/processes to reduce construction duration and/or achieve project goals.</p>	<p>30 points</p>
<p>Cost: Shall be evaluated based on the reasonableness of Respondent’s cost of the services.</p>	<p>20 points</p>
<p>Total</p>	<p>100 points</p>

18.0 PRESENTATIONS

Respondents may be invited to make an oral presentation of their proposal before the Evaluation Committee Panel. The time and location of the presentations will be communicated to the Respondent via written correspondence from the VIHFA. The oral presentation/demonstration will provide an opportunity for the Respondent to clarify or elaborate on the proposal, supply additional information, and respond to questions posed by the Evaluation Committee Panel but shall in no way materially change the Respondent's original submission.

After the Proposals have been evaluated, the Respondent with the highest evaluation score will be selected.

19.0 CONTRACT NEGOTIATIONS

The VIHFA shall negotiate with the most qualified Respondent, as determined by an Evaluation Committee Panel of the responses and, if applicable, conduct interviews. If VIHFA is unable to reach an agreement with any of the highest ranked firm(s), it may negotiate with the next highest ranked firm(s), proceeding in turn to each firm that VIHFA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, VIHFA reserves the right to cancel the solicitation

20.0 TERMS AND CONDITIONS

The RFP is a request for the submission of proposals but is not itself an offer and shall under no circumstances be construed as an offer.

VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the RFP process at any time, if deemed to be in its best interest.

VIHFA reserves the right not to award a contract pursuant to the RFP.

Further, proposals submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted proposal, regardless of whether that proposal is selected for award.

The following documents can be found here: [Procurement-Forms.pdf \(vihfa.gov\)](#)

Enclosures

- **Enclosure Document A Cover Letter**
- **Enclosure Document B Non-Collusive Affidavit**
- **Enclosure Document C Debarment Certification Form**
- **Enclosure Document D Corporate Document Checklist Form**
- **Enclosure Document E Respondent's Qualification Statement Form**
- **Enclosure Document F Conflict of Interest**

Attachments

- **Attachment 1 Proposal Cost Sheet**
- **Attachment 2 Form for Submission of Inquiries**

ATTACHMENT 1

Virgin Islands Housing Finance Authority

PROPOSAL COST SHEET

Firm Name: _____

Please review the scope of work requested in Section 2 & 3 of this Solicitation. The unit costs submitted should reflect the cost to complete each task as defined in the table below and include the required communications and formal reporting as specified in the RFP, see estimated quantities including number of units below. It is anticipated that the number of units per project will vary for PAHD and PSPF projects.

Payment for each of the outlined tasks would not be approved until that task is satisfactorily completed. Unit costs must include all costs, including labor, materials, overhead, profit. Deliverables must conform with all the requirements of this RFP, including those outlined in section 2.0 & 3.0, Scope of Work. Proposals from Respondents that include or propose additional costs, beyond the line-item costs listed below, will be rejected in their entirety.

Proposed Unit Cost Form – Public Service and Public Facilities

Task #	Task	Estimated Quantities	Respondent's Proposed Unit Cost Per Task
Project Management Services			
3.1.1	(a.) Review and evaluate payment request <i>(compliance with Davis Bacon, Section 3, MBE and WBE)</i> (b) Perform, prepare, and submit construction progress inspections and report	36	
3.1.2	Review and evaluate change order request	3	
3.1.3	Perform and complete project closeout <i>(including verification of punch list and occupancy status for a project)</i>	6	
3.1.4	Prepare monthly project status reports per project	108	
Construction Management Services			

3.2.1	Perform property inspections, analyze construction documentation, ensure construction quality and compliance with the program standards	48	
3.2.2	(a) Perform project evaluation and cost verification/reasonableness of construction projects utilizing architectural drawings and project specifications. (b) Review of site plans and cost estimates for rehabilitation projects .	6	

Proposed Unit Cost Form – Public and Affordable Housing Development

Task #	Task	Estimated Quantities	Respondent's Proposed Unit Cost Per Task
Project Management Services			
3.1.1	(a.) Review and evaluate payment request <i>(compliance with Davis Bacon, Section 3, MBE and WBE)</i> (b) Perform, prepare, and submit construction progress inspections and report	300	
3.1.2	Review and evaluate change order request	250	
3.1.3	Perform and complete project closeout <i>(including verification of punch list and occupancy status for a project)</i>	6	
3.1.4	Prepare monthly project status reports	144	
Construction Management Services			
3.2.1	Perform property inspections, analyze construction documentation, ensure construction quality and compliance with the program standards	288	
3.2.2	(a) Perform project evaluation and cost verification/reasonableness of construction projects utilizing architectural drawings and project specifications. (b) Review of site plans and cost estimates for multi-family housing development.	6	
3.2.3	See 2.1.1 above		
3.2.4	See 2.2.2 above		

Proposed Unit Cost Form – New Housing Infrastructure Construction

Task #	Task	Estimated Quantities	Respondent's Proposed Unit Cost Per Task
Project Management Services			
3.1.1	(a.) Review and evaluate payment request <i>(compliance with Davis Bacon, Section 3, MBE and WBE)</i> (b) Perform, prepare, and submit construction progress inspections and report	300	
3.1.2	Review and evaluate change order request	150	
3.1.3	Perform and complete project closeout <i>(including verification of punch list and occupancy status for a project)</i>	70	
3.1.4	Prepare monthly project status reports	1,580	
Construction Management Services			
3.2.1	Perform property inspections, analyze construction documentation, ensure construction quality and compliance with the program standards	300	
3.2.2	(a) Perform project evaluation and cost verification/reasonableness of construction projects utilizing architectural drawings and project specifications. (b) Review of site plans and cost estimates for single-family development.	70	
3.2.3	See 2.1.1 above		
3.2.4	See 2.2.2 above		

Approximate Number of Units

The table below projects the **approximate** scale of each program to be supported by the selected Respondent. These are estimates and do not constitute a commitment by VIHFA to provide a specific number of projects to the selected Respondent.

<u>Program</u>	<u>Project</u>	<u>Units</u>
Public Facilities	Supportive Housing and Facilities	6
Public & Affordable Housing Development	Multi-Family, Emergency Housing and Mixed-Use Construction	493
New Housing Infrastructure Construction	New Construction	125

PLEASE PRINT OR TYPE NAME & THEN SIGN BELOW

NAME: _____

TITLE: _____

COMPANY: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT 2
Virgin Islands Housing Finance Authority
FORM FOR SUBMISSION OF INQUIRIES

RFP 008-2023-DR-STT/STX

Project and Construction Management Services (PAHD – NHIC -PSPF)

Submit additional sheets of this Form for Submission of Inquiries if more than 10 questions are to be submitted.

Proposer:

Date:

No. Question	RFP Section or Document	RFP or Document Page No.
1		
2		
3		
4		
5		
6		
7		
8		
9		